



ISIS HR Quick Tips

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Converting Job Appointment to Probational Appointment

*How do I convert a Job Appointment to a Probational Appointment
without having to re-announce via LaCareers?*

Many agencies, as a result of funding and/or TO allowances, fill positions by Job Appointments rather than Probational Appointments. In the past, Civil Service allowed Job Appointments to be placed in a Probational Appointment as long as the eligible list from which the appointment was hired had not expired. If an employee is hired on a Job Appointment, a Probational Appointment rarely is available within the 90 days that the eligible list is valid. As a result, the Probational Appointment would have to be announced via LA Careers. In an effort to address this matter, a new policy has been put into effect by Civil Service.

The new policy will allow agencies to convert an employee hired on a Job Appointment to a Probational Appointment within one year of hire without having to re-announce it on LA Careers. The agency would post the position in LA Careers using the newly created job term Probational/Temp. In addition to the selecting the appropriate job term, the agency must include a brief explanation regarding the possibility of the position being converted to a Probational Appointment in the Supplemental Information section of the job posting. As long as the position is announced properly, DSCS will allow the conversion to Probational Appointment without announcing it again in LA Careers.

The agency would have to maintain text in ISIS when the conversion to the Probational Appointment is inputted. The 'Maintain Text' would be saved on IT0001 during the PA40 'Position Characteristics Change' indicating the change from one appointment type to another. Use the action reason "Resign/Prob Appointment. This notation will indicate to the Staffing Division that the appointment met the requirements of a Probational Appointment.

Questions? Call the HRIS Program Consultant at (225) 219-9534